

SAMPLE WAIVER REQUEST

Date

MEMORANDUM FOR HQ ARPC/DPAFER
6760 E Irvington PL #2600
Denver CO 80280-2600

FROM: Using Organization
Address (Base, State, Zip Code)

SUBJECT: Request for Military Personnel Appropriation (MPA) Manday Waiver

1. Request waiver of Air Force Reserve policy to allow Maj John Doe 90 MPA days in FY 05. It is understood that in accordance with 10 USC § 12686, "A member of the armed forces may not be ordered to active duty solely for the purpose of qualifying the member for retired pay under this chapter.
2. Maj Doe is a Category E (Reserve Section MT) Individual Ready Reservist who has 17 years, 11 months and 25 days of TAFMS. Manday fund availability is \$43,756 and this tour will cost \$1560. **Maj Doe has completed (or scheduled) all FY and R/R year requirements.**
3. Narrative. This is where the using organization needs to justify using an IMA who is in the Sanctuary zone to include the mission impact, why there are no other resources available, etc.
4. If you have any questions, contact me at DSN XXX-XXXX or comm. XXX-XXX-XXXX.

(Signature of using authority)

USING AUTHORITY NAME , RANK
Duty Title